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PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993

Level of secretaries of intergovernmental policy-making organs

Note by the Secretariat

1. The General Assembly, in section IV of its resolution 46/185 C of 20 December 1991, approved the reclassification of the post of Secretary of the Committee for Programme and Coordination (CPC) from the P-4 to the P-5 level, noting the responsibilities currently attached to the post and "the inconsistencies in the levels of secretaries of various intergovernmental policy-making organs", and requested the Secretary-General "to keep under review the levels of these posts, bearing in mind the other responsibilities associated to the posts, and to present proposals as appropriate to the General Assembly at its forty-seventh session".

2. In general, there are two types of committee secretaries: those whose support is limited to the provision of organizational and technical secretariat services and those whose functions include, in addition to the former, the preparation of substantive inputs for the Committee's deliberations. Within this framework, the principal functions associated with those of a committee secretary are (a) to plan and organize the work programme of the committee; (b) to prepare, coordinate and/or supervise the preparation of documentation required for meetings; (c) to provide advice to the chairperson and members of the committee on procedural and organizational questions; (d) to liaise as necessary with other offices of the Secretariat, United Nations bodies, non-governmental organizations (NGOs) and delegations on the work programme; (e) to assist the chairperson in negotiations and in the preparation of draft resolutions; (f) to draft and/or supervise the preparation of the committee's reports; and (g) to follow up the implementation of decisions and recommendations of the Committee.

3. The levels of the posts of committee secretaries are influenced by a number of factors, which include the degree to which they contribute to the substantive deliberations of the committee; the nature and scope of the committee's work programme; the organizational placement of the posts within the Secretariat; and whether the incumbents of the posts perform functions in addition to those of committee secretary. While the functions of committee secretaries may be similar, the levels of responsibility attached to the posts may vary depending upon the scope of the work programmes they support, organizational context, independence of work, decision-making authority, etc.

4. Posts of committee secretaries at the P-4 level typically provide substantive services to committees whose work programmes cover a narrow range of technical issues. Reports and recommendations of these committees are normally subject to further review by legislative bodies. Posts of committee secretaries at the P-5 level typically provide either substantive inputs, including recommendations on policy, to committees responsible for the review of components of the Organization's major programmes, or coordinate the preparation and submission of substantive inputs from diverse organizational entities for review by committees responsible for the review of major programmes of the Organization.

5. With regard to the posts of secretaries to the Main Committees of the General Assembly, the factors that influence the levels of these posts (D-1 and D-2) may be identified by reviewing their functional and organizational profile.

6. The posts of committee secretaries at the D-2 level are responsible not only for the provision of substantive inputs to policy-making bodies but also for the direction and management of divisions of the Secretariat dealing with broad complex mandates of the Organization. In the latter capacity, the posts serve as principal policy advisers to heads of major programmes of the Organization.

7. The posts of committee secretaries at the D-1 level are also responsible for the preparation and coordination of substantive inputs for the consideration of policy-making organs. The distinction between the levels of these posts and those at the D-2 level is attributable not to the nature of the mandates of the committees for which they act as secretary but rather to the scope of their managerial responsibilities and their placement within the organizational structure of the Secretariat. The D-1 posts of committee secretaries, with the exception of the posts of secretaries to the First and Fifth Committees, all report to the Directors of the divisions in which they are located. The responsibilities of the Directors of these divisions necessarily limit the independence and decision-making authority of the incumbents of these posts.

8. In summary, the posts of committee secretaries at the D-1 and D-2 levels are responsible for the provision of substantive services to intergovernmental policy-making organs whose mandates encompass a broad array of complex and sensitive issues. The D-2 positions are distinguished by their roles as

principal policy advisers to heads of major programmes of the Organization and the scope of their managerial responsibilities.

9. The posts of Secretaries of the Main Committees of the General Assembly, their levels and functions, are described below:

Secretary to	Level	Additional functions include	Reports to
First Committee	D-1	Chief, Deliberations and Negotiations Activities Branch, Office for Disarmament Affairs, Department of Political Affairs; Deputy Director, Office for Disarmament Affairs; Senior Adviser, Ad Hoc Committee on the Indian Ocean; Secretary, Ad Hoc Committee on the World Disarmament Conference	Acting Director, Office for Disarmament Affairs, Department of Political Affairs
Special Political Committee	D-1	Secretary to other subsidiary organs of the General Assembly; Secretary of subsidiary organs and special missions of the Security Council	Assistant Secretary-General, Department for Political Affairs
Second Committee	D-1	Secretary, Economic and Social Council	Director, Economic and Social Council Affairs and Inter-Agency Coordination Division, Department of Economic and Social Development
Third Committee	D-1	Chief, Secretariat Servicing Branch, Economic and Social Council Affairs and Inter-Agency Coordination Division, Department of Economic and Social Development	Director, Economic and Social Council Affairs and Inter-Agency Coordination Division, Department of Economic and Social Development

Secretary to	Level	Additional functions include	Reports to
Fourth Committee	D-2	Secretary, Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples; Secretary, Trusteeship Council; Director, Division for Regional Cooperation and Self-Determination; Department for Political Affairs	Under-Secretary-General, Department for Political Affairs
Fifth Committee	D-1	Secretary, Committee for Programme and Coordination	Under-Secretary-General for Administration and Management, Department of Administration and Management
Sixth Committee	D-2	Secretary, International Law Commission; Secretary, Special Committee on the Charter of the United Nations; Director, Codification Division, Office of the Legal Counsel	The Legal Counsel

10. As indicated in the preceding paragraphs, the levels of the posts of Committee Secretary are influenced by a variety of factors, including the scope of responsibilities assigned to them, which may not be limited to the functions of secretary; the placement of the posts within the organizational structure of the Secretariat; and the nature of the mandates of the committees to which the posts are attached. Subject to any decision the General Assembly might wish to take at its forty-seventh session, the situation will be reviewed in the context of the preparation of the 1994-1995 programme budget.